

[Forms](#)[Contact List](#)[B2W3 Instructions](#)[Help Desk](#)

Find Subject Areas:

[Show Side Menu](#) **Search Subject Areas & Legacy Documents:**

Contents: Publishing Scientific and Technical Information (STI)

Effective Date: **March 2004**

Point of Contact: [Information Services Division Manager](#)

Section

Overview of Content (see section for full process)

[Introduction](#)

[1. Preparing STI Documents for Submission](#)

- Prepare document and review for selected attributes.
- Prepare submission forms.
- Sign, and obtain approval signature.
- Review document and forms.
- Send to BNL Publications Office.
- If document will not be scanned, create a single PDF Normal file, verify that it is complete, and send it to the Publications Office as an e-mail attachment.

[2. Submitting STI Documents to the BNL Publications Office](#)

[3. Submitting STI Software to the BNL Energy Science and Technology Software Center \(ESTSC\) Coordinator](#)

- Ensure software is appropriate for submission to the BNL ESTSC Coordinator.
- Review software for selected attributes.
- Complete submission form.
- Submit software package and form.

[Definitions](#)

Exhibits

[Document Preparation, Review, and Release Flowchart](#)

[Preparing NUREG-Series Publications \(NUREG-0650, Rev. 2\)](#)

[Required STI Submission Forms by Publication Type](#)

[Required STI Submission Forms by Publication Type](#)
[Sample Publication Covers, Title Pages, and Disclaimer](#)
[Sample Letter: Request for Permission to Use Copyrighted Material](#)
[Software Preparation, Review, and Release Flowchart](#)
[STI Software Appropriate for Announcement](#)

Forms

[Announcement of U.S. Department of Energy \(DOE\) Scientific and Technical Information \(STI\) \(DOE Form 241.1\)](#)
[Authorization to Publish a NUREG-series Document Prepared by a Contractor for the NRC Staff \(NRC Form 426A\)](#)
[BNL Author's Statement \(BNL Form 167G - rev 1/03\)](#)
[BNL Publications \(BNL Form 2843F - "Quick Copy" form\)](#)
[Release to Publish Unclassified NRC Contractor Speeches, Papers, and Journal Articles \(NRC Form 390A\)](#)
[U.S. Department of Energy Announcement of Computer Software \(DOE Form 241.4\)](#)
[U.S. Nuclear Regulatory Commission Bibliographic Data Sheet \(NRC Form 335\)](#)

Training Requirements and Reporting Obligations

This subject area does not contain training requirements.

This subject area does not contain reporting obligations.

References

[BNL Publications-Full Text](#) website
[Standard Practice Instruction \(SPI\) 5-03, Classified Information and Security Regulations](#)
[Standard Practice Instruction \(SPI\) 6-04, Inventions - BNL Patent Responsibility](#)
[Standard Practice Instruction \(SPI\) 6-05, Safeguarding Third-Party Proprietary Property \(Other than Computer Software\)](#)

Standards of Performance

All staff shall ensure that the scientific and technical information resulting from BNL research is available to the maximum permissible extent for future use by the scientific community and the public within BNL's and the customer's requirements.

All staff shall develop, identify, protect, and deploy Intellectual Property to maximize benefit to our customers, BNL, and the public.

All staff shall identify, and are expected to protect, customer intellectual property.

Management System


This subject area belongs to the **Scientific and Technical Information** management system.

[Back to Top](#)

The only official copy of this file is the one online in SBMS. Before using a printed copy, verify that it is the most current version by checking the document effective date on the BNL SBMS website.

1.0-032004/standard/39/3900t011.htm

Send a question or comment to the [SBMS Help Desk](#)
[Disclaimer](#)



Forms	Contact List	SBMS Instructions	Help Desk
-------	--------------	-------------------	-----------

Find Subject Areas:

Show Side Menu

Introduction: Publishing Scientific and Technical Information (STI)

Effective Date: **March 2004**

Point of Contact: [Information Services Division Manager](#)

This subject area describes the procedures for preparing, reviewing, releasing, and announcing unclassified scientific and technical information (STI). The Laboratory requires that the results of research be published, unless publication is expressly restricted by a contractual or other written agreement with the sponsoring organization. This requirement applies to scientific and technical staff members as well as guests, researchers, and collaborators who use Laboratory facilities in accordance with facility user agreements.

STI is information in any format or medium that is derived from scientific and technical studies, work, or investigations that relate to research, development, and demonstration, as well as other specialized areas such as environmental and health protection, and waste management. STI may be unclassified unlimited, unclassified sensitive, classified, or declassified. This subject area applies to unclassified STI. See [Classified Information and Security Requirements](#) for procedures for managing classified, declassified, or national security information.

The Information Services Division (ISD) is responsible for tracking the internal movement of STI through the publication process, and for ensuring that it is properly submitted to the appropriate organizations and distribution centers when approved for release. See the [Document Preparation, Review, and Release Flowchart](#) or the [Software Preparation, Review, and Release Flowchart](#) for an overview of the procedures. To assist authors in producing publications that represent the world-class scientific research conducted at BNL, services -- including library, editing, photography, graphic arts, printing, and document preparation -- are accessible on-site.

STI that must be processed through ISD includes the following:

- Books or book chapters;
- Conference papers and abstracts;
- Formal and informal reports;
- Journal articles;
- Lectures and presentations;
- Software.


In addition, authors are strongly encouraged to submit for publication other STI such as

In addition, authors are strongly encouraged to submit for publication other STI such as scientific and technical (S&T) accomplishment reports, theses, and dissertations.

[Back to Top](#)

1.2-072004-/standard/39/3900i011.htm

Send a question or comment to the [SBMS Help Desk](#)
[Disclaimer](#)



[Forms](#)
[Contact List](#)
[GFWG Instructions](#)
[Help Desk](#)

Find Subject Areas: Index Categories Alpha

Show Side Menu Search Subject Areas & Legacy Documents:

Subject Area: **Publishing Scientific and Technical Information (STI)**

1. Preparing STI Documents for Submission

Effective Date: **March 2004**

Point of Contact: [Information Services Division Manager](#)

Applicability

This information applies to authors of unclassified STI documents. STI is information in any format or medium that is derived from scientific and technical studies, work, or investigations that relate to research, development, and demonstration, and other specialized areas such as environmental and health protection, and waste management. STI documents include books or book chapters, conference papers and abstracts, formal and informal reports, journal articles, lectures, and presentations.

Required Procedure

All STI must be reviewed before being published or disseminated in any way.

See the [Document Preparation, Review, and Release Flowchart](#) for an overview of this procedure. Working with your Departmental [STI Contact](#), follow these steps.

Step 1	If you have included any copyrighted material, obtain formal permission to use it from the author or copyright holder. See the exhibit Sample Letter: Request for Permission to Use Copyrighted Material .
Step 2	<p>If the publisher requires a copyright transfer agreement, type the following text (or copy and paste it) onto the publisher's form:</p> <p>The submitted manuscript has been authored under Contract No. DE-AC02-98CH10886 with the U.S. Department of Energy. Accordingly, the U.S. Government retains a nonexclusive, royalty-free license to publish or reproduce the published form of this contribution, or allow others to do so, for U.S. Government purposes.</p>
Step 3	Prepare the appropriate cover (if any), title page, and the disclaimer statement, which is required for all publications except NUREGs. See the exhibit Sample Publication Covers, Title Pages, and Disclaimer , which includes both BNL and NUREG covers.


	Note: For specific guidance in preparing NUREG publications, see the exhibit Preparing NUREG-Series Publications (NUREG-0650, Rev. 2) .
Step 4	Prepare the submission forms. See the exhibit Required STI Submission Forms by Publication Type . Note that all forms must be typed on paper copies.
Step 5	<p>Review the document to determine whether it has any of the following attributes:</p> <ul style="list-style-type: none"> • Commercialization potential; • Patent potential; • Copyright issues; • Export Control Information; • Access limitations, including Program-Directed Handling, proprietary data, Protected Cooperative Research and Development Agreement (CRADA) information, Small Business Innovation Research (SBIR) information, and Small Business Technology Transfer Research (STTR) information. <p>If you find any such issues, check them off on the BNL Author's Statement (BNL Form 167G - rev. 1/03).</p>
Step 6	Sign the BNL Author's Statement.
Step 7	Obtain signature approval (Level 2 manager or designee) on the BNL Author's Statement. This signature certifies that the document meets Laboratory standards for publication.

| [Continue to Next Page](#) |

[Back to Top](#)

The only official copy of this file is the one online in SBMS. Before using a printed copy, verify that it is the most current version by checking the document effective date on the BNL SBMS website.

1.0-032004/standard/39/3901d011.htm



Forms
Contact List
SBMS Instructions
Help Desk

Find Subject Areas:

Show Side Menu

Search Subject Areas & Legacy Documents:

Subject Area: **Publishing Scientific and Technical Information (STI)**

2. Submitting STI Documents to the BNL Publications Office

Effective Date: **March 2004**

Point of Contact: [Information Services Division Manager](#)

Applicability

This information applies to departmental STI Contacts or authors who submit unclassified STI documents to the Information Services Division (ISD) for review, release, announcement, and distribution. Documents include books or book chapters, conference papers and abstracts, formal and informal reports, journal articles, lectures, and presentations.

Required Procedure

All STI must be reviewed before being published or disseminated in any way.

See the [Documentation Preparation, Review, and Release Flowchart](#) for an overview of this procedure.

The STI Contact or author performs the following steps.

Step 1	Check the document and STI submission forms for completeness. Ensure <ul style="list-style-type: none"> All submission forms required for the type of publication have been completed. See the exhibit Required STI Submission Forms by Publication Type; All required signatures have been obtained.
Step 2	Send two paper copies of the document and the submission forms to the BNL Publications Office (Bldg. 477). Retain an information copy of the document and submission forms in your Department/Division files.
Step 3	The BNL Publications Office routes the document as required for review. If you

	are contacted by the Office of Intellectual Property and Sponsored Research (OIPSR) or the Operations Security Working Committee (OPSEC), work with them to resolve any release issues.
Step 4	<p>If scanning was requested on BNL Publications (BNL Form 2843F - "Quick Copy" form), the Publications Office updates the title page (and cover, if any) with the publication number. ISD scans the document and charges the cost to the project or activity number indicated on BNL Form 2843F.</p> <p style="text-align: center;">- or -</p> <p>If scanning was not requested, when you are notified via e-mail that the BNL Publications Office has assigned a publication number, insert it on the title page (and cover, if any). Save the document as a single PDF Normal file using the file name provided by the BNL Publications Office. Check the PDF file to be sure it converted successfully. Send the PDF as an e-mail attachment to the BNL Publications Office.</p>
Step 5	When all required reviews have been completed, the BNL Releasing Officer approves the document for release by the Laboratory. The author may then submit the document to the publisher, if applicable. The Publications Office announces and distributes the document, as indicated on the submission forms. If the document is approved for unlimited distribution, the Publications Office may post it on the BNL Publications-Full Text website.

References


[BNL Publications-Full Text](#) website

| [Go to Previous Page](#) | [Continue to Next Page](#) |

[Back to Top](#)

The only official copy of this file is the one online in SBMS. Before using a printed copy, verify that it is the most current version by checking the document effective date on the BNL SBMS website.

1.0-032004/standard/39/3902d011.htm



[Forms](#)
[Contact List](#)
[SBMS Instructions](#)
[Help Desk](#)

Find Subject Areas:

[Show Side Menu](#) **Search Subject Areas & Legacy Documents:**

Subject Area: *Publishing Scientific and Technical Information (STI)*

3. Submitting STI Software to the BNL Energy Science and Technology Software Center (ESTSC) Coordinator

Effective Date: **March 2004**

Point of Contact: [Information Services Division Manager](#)

Applicability

This information applies to developers of unclassified STI software and departmental STI Contacts who assist them.

Required Procedure

This section describes the procedure for submitting unclassified STI software for review, release, announcement, and distribution.

To submit STI software to the [BNL ESTSC Coordinator](#), follow the steps below. See the [Software Preparation, Review, and Release Flowchart](#) for an overview of this procedure.

Step 1	Ensure that the software is appropriate for submission by consulting the exhibit STI Software Appropriate for Announcement .
Step 2	<p>Review the software for the following attributes:</p> <ul style="list-style-type: none"> • Commercialization potential; • Patent potential; • Copyright issues; • Export Control Information; • Access limitations, including Program-Directed Handling, proprietary data, Protected Cooperative Research and Development Agreement (CRADA) information, Small Business Innovation Research (SBIR), and Small Business Technology Transfer Research (STTR). <p>If there are any such issues, indicate that on the submission form (see U.S.</p>

	Department of Energy Announcement of Computer Software [DOE Form 241.4] .
Step 3	<p>Prepare the required software submission package:</p> <ul style="list-style-type: none"> • Source code and/or executable file; • Documentation, which may consist of a user manual, sample test cases, or similar information required for properly using the software (whether included in the software itself or provided in a separate file or in paper format); • Completed DOE Form 241.4.
Step 4	<p>Send one copy of the software and its documentation, and two copies of the submission form, to the BNL ESTSC Coordinator.</p> <p>Retain an information copy of each in your Department/Division files. The BNL Publications Office maintains the Laboratory's record copy.</p>
Step 5	<p>The BNL ESTSC Coordinator checks the software package for completeness, and routes it to the BNL Office of Intellectual Property and Sponsored Research (OIPSR) or Operations Security (OPSEC) Working Committee, if necessary.</p> <p>If the OIPSR or OPSEC contacts you, work with them to respond to any release issues.</p>
Step 6	<p>After the BNL Releasing Official approves the software for release, the BNL ESTSC Coordinator submits the software to the DOE ESTSC.</p>

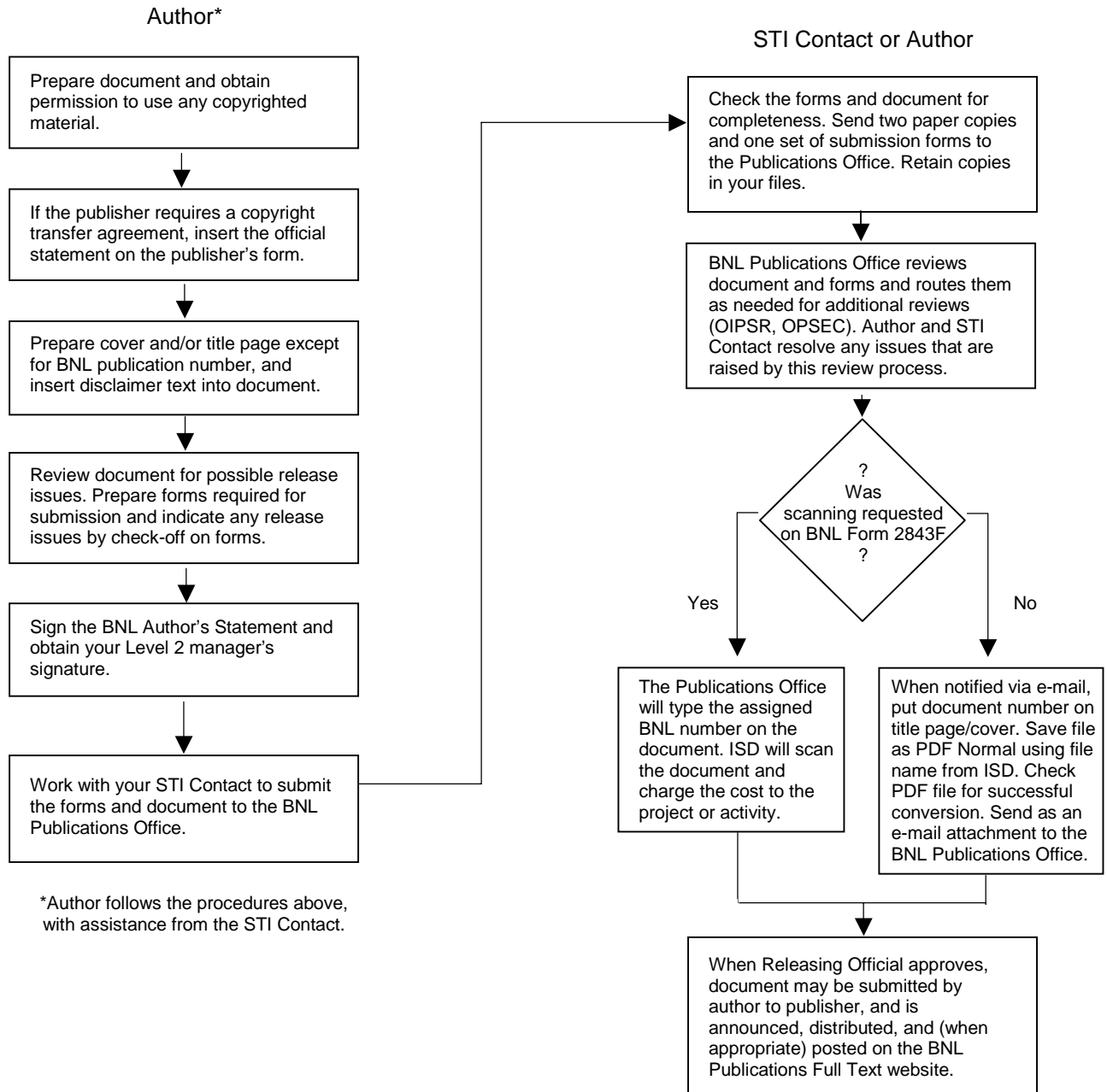
| [Go to Previous Page](#) |

[Back to Top](#)

The only official copy of this file is the one online in SBMS. Before using a printed copy, verify that it is the most current version by checking the document effective date on the BNL SBMS website.

1.0-032004/standard/39/3903d011.htm

Document Preparation, Review, and Release Flowchart



Acronyms

OIPSR	Office of Intellectual Property and Sponsored Research
OPSEC	Operations Security

Required STI Submission Forms By Publication Type

Note: The information on these forms must be typed. Departments can order the two BNL forms through BNL's online "Pick Ticket" system. Where the title of the form is underlined, there is a link to the PDF version of the form, which may be printed out for typing.

BNL PUBLICATION TYPE	BNL Forms		DOE Forms		NRC Forms		
	BNL F 167G Author's Statement	BNL F 2843F BNL Publications ("Quick Copy" form)	<u>DOE F 241.1</u> <u>Announcement of</u> <u>DOE STI</u>	<u>DOE F 241.4</u> <u>Announcement of</u> <u>Software</u>	<u>NRC 335</u> <u>Bibliographic</u> <u>Data</u>	<u>NRC 390A</u> <u>Release to</u> <u>Publish</u>	<u>NRC 426A</u> <u>Authorization to</u> <u>Publish</u>
Documents for All Sponsors, except NRC							
Abstract	⋮	⋮					
Conference Paper/Presentation	⋮	⋮	⋮				
Formal Report	⋮	⋮	⋮				
Informal Report*	⋮	⋮	⋮				
Journal Article	⋮	⋮					
Book/Book Chapters	⋮	⋮	⋮				
NRC-Sponsored Documents							
Conference Paper	⋮	⋮	⋮			⋮	
Formal Report (NUREG/CR)	⋮	⋮	⋮		⋮		⋮
Journal Article	⋮	⋮				⋮	
Book/Book Chapters	⋮	⋮	⋮			⋮	
Software							
Scientific/Technical Software				⋮			

* Lectures, presentations, newsletters, theses, and dissertations require the same forms as informal reports.

SBMS	Home	Contact List	SBMS Instructions	Help Desk
-------------	----------------------	------------------------------	-----------------------------------	---------------------------

Find Subject Areas:

[Show Side Menu](#) **Search Subject Areas & Legacy Documents:**

Subject Area: ***Publishing Scientific and Technical Information (STI)***

Sample Publication Covers, Title Pages, and Disclaimer

Effective Date: **April 2004**

Point of Contact: [Information Services Division Manager](#)

Sample publication covers, title pages, and disclaimer text have been provided as Word files. Note that a sample NUREG report is included.

[Sample Formal Report](#)

[Sample Informal Report](#)

[Sample Journal Article Preprint](#)

[Sample Conference Paper](#)

[Sample Book Chapter](#)

[Sample Abstract](#)

[Sample NUREG Report](#)

[Back to Top](#)

The only official copy of this file is the one online in SBMS. Before using a printed copy, verify that it is the most current version by checking the document effective date on the BNL SBMS website.

1.3-082004/standard/39/3913e011.htm

Send a question or comment to the [SBMS Help Desk](#)
[Disclaimer](#)



BNL-XXXXXX-YYYY

Place Title Here

John B. Doe

Month 200X

XXX Department/Division/Office XXX

Brookhaven National Laboratory

P.O. Box 5000
Upton, NY 11973-5000
www.bnl.gov

Managed by
Brookhaven Science Associates, LLC
for the United States Department of Energy under
Contract No. DE-AC02-98CH10886

DISCLAIMER

This report was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government nor any agency thereof, nor any of their employees, nor any of their contractors, subcontractors, or their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or any third party's use or the results of such use of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof or its contractors or subcontractors. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof.



BNL-XXXXX-YYYY-IR

Place Title Here

John B. Doe

Month 200X

XXX Department/Division/Office XXX

Brookhaven National Laboratory

P.O. Box 5000
Upton, NY 11973-5000
www.bnl.gov

Managed by
Brookhaven Science Associates, LLC
for the United States Department of Energy under
Contract No. DE-AC02-98CH10886

DISCLAIMER

This report was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government nor any agency thereof, nor any of their employees, nor any of their contractors, subcontractors, or their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or any third party's use or the results of such use of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof or its contractors or subcontractors. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof.





BNL-XXXXX-YYYY-JA

Place Title Here

Joan B. Doe

Submitted to the Journal of Physical Chemistry

Month 200X

XXX Department/Division/Office XXX

Brookhaven National Laboratory

P.O. Box 5000

Upton, NY 11973-5000

www.bnl.gov

Managed by

Brookhaven Science Associates, LLC

for the United States Department of Energy under

Contract No. DE-AC02-98CH10886

This is a preprint of a paper intended for publication in a journal or proceedings. Since changes may be made before publication, this preprint is made available with the understanding that it will not be cited or reproduced without the permission of the author.

DISCLAIMER

This report was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government nor any agency thereof, nor any of their employees, nor any of their contractors, subcontractors, or their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or any third party's use or the results of such use of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof or its contractors or subcontractors. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof.





BNL-XXXXXX-YYYY-CP

Place Title Here

Joan B. Doe

*Presented at the 18th Particle Accelerator Conference
Brookhaven National Laboratory, Upton, NY
June 1-5, 2004*

Month 200X

XXX Department/Division/Office XXX

Brookhaven National Laboratory

P.O. Box 5000
Upton, NY 11973-5000
www.bnl.gov

Managed by
Brookhaven Science Associates, LLC
for the United States Department of Energy under
Contract No. DE-AC02-98CH10886

This is a preprint of a paper intended for publication in a journal or proceedings. Since changes may be made before publication, this preprint is made available with the understanding that it will not be cited or reproduced without the permission of the author.

DISCLAIMER

This report was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government nor any agency thereof, nor any of their employees, nor any of their contractors, subcontractors, or their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or any third party's use or the results of such use of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof or its contractors or subcontractors. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof.





BNL-XXXXXX-YYYY-BC

Place Title Here

John B. Doe

To be published in "Annual Review of Energy, 2003"

Month 200X

XXX Department/Division/Office XXX
Brookhaven National Laboratory
P.O. Box 5000
Upton, NY 11973-5000
www.bnl.gov

Managed by
Brookhaven Science Associates, LLC
for the United States Department of Energy under
Contract No. DE-AC02-98CH10886

This is a preprint of a paper intended for publication. Since changes may be made before publication, this preprint is made available with the understanding that it will not be cited or reproduced without the permission of the author.

DISCLAIMER

This report was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government nor any agency thereof, nor any of their employees, nor any of their contractors, subcontractors or their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or any third party's use or the results of such use of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof or its contractors or subcontractors. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof.





BNL-XXXXX-YYYY-AB

Place Title Here

Joan B. Doe

*Submitted to the 20th Particle Accelerator Conference
to be held at Brookhaven National Laboratory, Upton, NY
June 1-5, 2003*

March 2003

XXXXX Department/Division/Office XXXXX

Brookhaven National Laboratory

P.O. Box 5000
Upton, NY 11973-5000
www.bnl.gov

Managed by
Brookhaven Science Associates, LLC
for the United States Department of Energy under
Contract No. DE-AC02-98CH10886

DISCLAIMER

This report was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government nor any agency thereof, nor any of their employees, nor any of their contractors, subcontractors, or their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or any third party's use or the results of such use of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof or its contractors or subcontractors. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof.

NUREG/CR-XXXX
BNL-NUREG-XXXXX-YYYY

Evaluation of Aging and Qualification Practices for Cable Splices Used in Nuclear Power Plants

Prepared by:
R. Lxxxxx, M. Vxxxxxx

Brookhaven National Laboratory

Prepared for
U.S. Nuclear Regulatory Commission

NUREG/CR-XXXX
BNL-NUREG-XXXXX-YYYY

Evaluation of Aging and Qualification Practices for Cable Splices Used in Nuclear Power Plants

Manuscript Completed: May 200Y
Date Published: May 200Y

Prepared by:
R. LXXXXX, M. VXXXXXX

Brookhaven National Laboratory
Upton, NY 11973-5000

S. K. AXXXXXXXXX, NRC Program Manager

Prepared for:
Division of XXXXXXXXXXX
Office of Nuclear Regulatory Research
U.S. Nuclear Regulatory Commission
Washington, DC 20555-0001
NRC Job Code X-XXXX

Disclaimer text, with recycled paper symbol for use as appropriate

The Disclaimer is provided by NRC.





Building XXX
P.O. Box 5000
Upton, NY 11973-5000
Phone 516 344-XXXX
Fax 516 344-XXXX
XXXXXXXX@bnl.gov

managed by Brookhaven Science Associates
for the U.S. Department of Energy
www.bnl.gov

XXXX Date XXXX

John F. White
John F. White's Title
Any Institution
1000 Main Street
New York, NY 10010

Subject: Request for Permission to Use Copyrighted Material

Dear Mr. White:

I am seeking permission to use the following copyrighted material:

[Title of publication]
[Vol., Issue, Date]
[Title of article]
[Author(s)]
[Page numbers]
[Description of copyrighted material (e.g., specific figure, graph, photo)]

This copyrighted material will be used in the following Brookhaven National Laboratory publication:

[Title]
[Author(s)]
[Publisher]
[Projected publication date]

Proper acknowledgement of the title, author, publisher, and copyright date will be given. If you do not own or control these rights, please supply the name and address of the appropriate party.

Thank you for your consideration. Please return this document to me at the address above.

Sincerely,

Your name

Permission is granted for the use specified above.

Signature

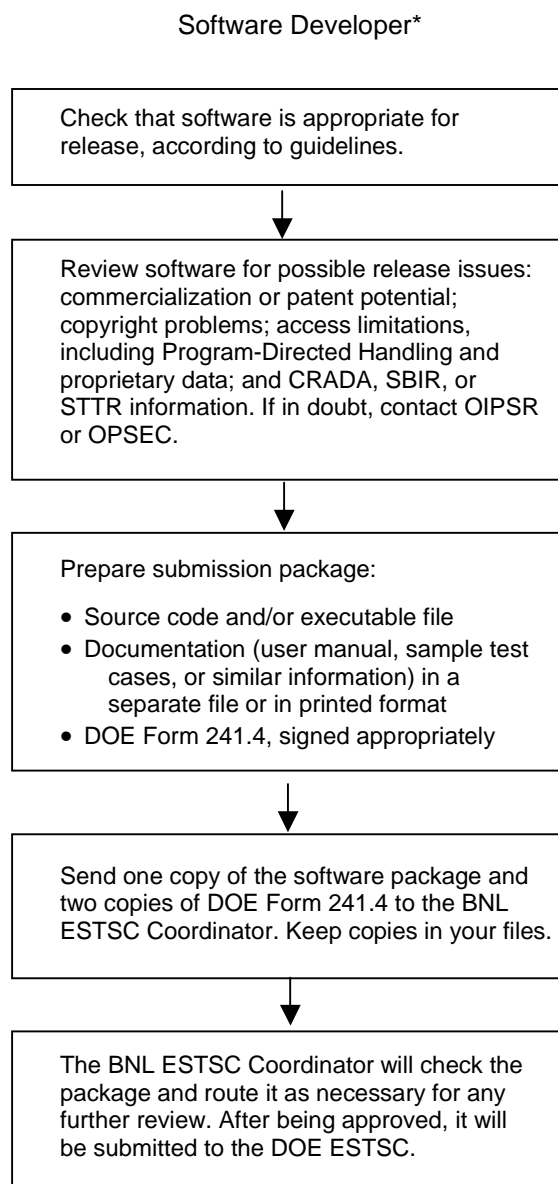
Address

Title of person granting permission

Date

If you require specific wording, please supply it:


Software Preparation, Review, and Release Flowchart



*The software developer usually follows the procedures above, working with the STI Contact.

Acronyms

CRADA	Cooperative Research and Development Agreement
ESTSC	Energy Science and Technology Software Center
OIPSR	Office of Intellectual Property and Sponsored Research
OPSEC	Operations Security
SBIR	Small Business Innovation Research
STTR	Small Business Technology Transfer



Forms
Contact List
SBMS Instructions
Help Desk

Find Subject Areas:

Show Side Menu

Search Subject Areas & Legacy Documents:

Subject Area: **Publishing Scientific and Technical Information (STI)**

STI Software Appropriate for Announcement

Effective Date: **March 2004**

Point of Contact: [Information Services Division Manager](#)

Announce software developed or modified during work supported by DOE or during work carried out for others to the BNL Energy Science and Technology Software Center (ESTC) Coordinator, if it meets the following criteria:

- The software meets the definition of STI as defined in this subject area;
- The software is known or expected to have broad usefulness within or outside the DOE community (i.e., is useful outside the originating site);
- A stable, usable, documented version of the software exists (i.e., the software is not under development).

Although all software that meets these criteria is to be announced to the DOE Office of Scientific and Technical Information (OSTI), the software may be made available by either submitting its package to OSTI, submitting it to a DOE Specialized Information Analysis Center (SIAC) such as the BNL National Nuclear Data Center, or hosting the software on the originating site's web server.

Exclusions

Software that meets the above criteria need not be announced to OSTI if it falls under one of the following exclusions:

- Operational systems software that is site-specific, unique to a particular hardware, or necessary to ensure the fundamental operability of automated data processing equipment, whether supplied by the manufacturer of the system hardware or others, and whether or not proprietary, which is not covered under a commercialization or copyright release request;
- Computer software programs developed and/or modified during work carried out for others at DOE facilities specifically excluded in the agreement under which the non-DOE-funded work was performed;
- Software generated under the auspices of the Energy Information Administration;
- Specific software used by power administrations for the operation, control, planning, and modeling of electric power transmission systems and the interconnected utilities. However, modification/enhancements to portions of this software that are not an

integral part of the whole and have potential application outside the power administrations should be announced.

Exceptions

Unclassified software meeting the following criteria should be reviewed by the Nuclear Transfer and Supplier Policy Division (NN-43) to determine if public dissemination of the software would help proliferants. This review should be completed before submitting it to the BNL ESTSC Coordinator, hosting the software on a web server, or submitting the software to a SIAC. The criteria are listed below:

- Software codes identified as containing Export Controlled Information (ECI);
- Software codes that contain algorithms for any of the following:
 - hydrodynamics;
 - radiative transfer;
 - high explosives detonation;
 - strength of materials;
 - equations of state.
- Software codes that can be used for coupled neutron/photon/electron codes;
- Software codes compiled with a version that fits the criteria above, even if the version of the code lacks one of the components specified above;
- Software codes that would meet the above criteria if a publicly available code could easily be integrated into it.

1.0-032004/standard/39/3901e011.htm

Send a question or comment to the [SBMS Help Desk](#)
[Disclaimer](#)

[Back to Top](#)

The only official copy of this file is the one online in SBMS. Before using a printed copy, verify that it is the most current version by checking the document effective date on the BNL SBMS website.

Part II: STI PRODUCT MEDIA/FORMAT and LOCATION/TRANSMISSION**A. MEDIA/FORMAT INFORMATION**

1. Medium of STI product is: ☐ Paper ☐ Electronic document ☐ Computer medium ☐ Audiovisual material
2. Size of STI product _____
3. File format:
 - a. If electronic document is posted at site, indicate: ☐ SGML ☐ HTML ☐ XML ☐ PDF Normal
 - b. If electronic document is transmitted to OSTI, indicate: ☐ SGML ☐ HTML ☐ XML ☐ PDF Normal ☐ PDF Image
☐ TIFFG4 ☐ WP—indicate Version (5.0 or greater) _____ platform/operating system _____
☐ MS Word—indicate Version (5.0 or greater) _____ platform/operating system _____ ☐ Postscript
4. If computer medium or audiovisual material:
 - a. Quantity/type (specify) _____
 - b. Machine compatibility (specify) _____ c. Sound: ☐ (yes) d. Color: ☐ (yes) e. Tables/Graphics ☐ (yes)
 - f. Other information about product format a user needs to know: _____

B. LOCATION/TRANSMISSION INFORMATION

1. STI Product is available at site: Unique URL (of specific STI Product) _____
2. STI Product is being transmitted to OSTI:
 - a. ☐ Electronically via FTP
 - b. ☐ Via mail or shipment (e.g., Federal Express) (Paper products, electronic documents on CD-ROM, diskettes, videocassettes, etc.)
3. Information Product Filename (of transmitted electronic format) _____

C. ADDITIONAL INFORMATION (concerning media/format or location/transmission; for OSTI internal use only): _____

(Grantees and Awardees: Skip to Contact section at the end of Part III)

Part III: STI PRODUCT REVIEW/RELEASE INFORMATION**A. ACCESS LIMITATION**

- ☐ 1. **Unlimited Announcement** (available to U.S. and non-U.S. public)
- ☐ 2. **OpenNet** (use OpenNet guidance for below):
 - a. If additional source other than making it available through NTIS:
 - (1) Accession Number _____
 - (2) Document Location _____
 - b. Field Office Acronym _____
 - c. Declassification date (mm/dd/yyyy) ____ / ____ / ____
 - d. Declassification Status: _____
☐ Declassified ☐ Sanitized ☐ Never classified
 - e. OpenNet Document Categories _____
 - f. OpenNet Addressee _____
- ☐ 3. **U.S. Dissemination Only**
- ☐ 4. **Copyrighted material**; Are there any restrictions based on copyright? ☐ yes ☐ no. If yes, list the restrictions _____
- ☐ 5. **Small Business Innovation Research (SBIR)** Release date (mm/dd/yyyy) ____ / ____ / ____
- ☐ 6. **Small Business Technology Transfer (STTR)** Release date (mm/dd/yyyy) ____ / ____ / ____
- ☐ 7. **Proprietary/Trade Secret**
- ☐ 8. **Patent Pending**
- ☐ 9. **Protected data** ☐ CRADA ☐ Other (specify) _____ Release date (mm/dd/yyyy) ____ / ____ / ____
- ☐ 10. **Official Use Only (OUO)**
- ☐ 11. **Program-Directed Special Handling** (specify) _____
- ☐ 12. **Export Control/ITAR/EAR**
- ☐ 13. **Unclassified Controlled Nuclear Information (UCNI)**
- ☐ 14. **Classified** Classification Level/Category of:
 - a. This form _____
 - b. The STI Product _____
- ☐ 15. **Other information relevant to access** (specify; for OSTI internal use only) _____

B. OTHER (information useful to include in published announcement record which is not suited for any other field on this form) _____**C. CONTACT AND RELEASING OFFICIAL**

1. Contact (if appropriate, the organization or site contact to include in published citations who would receive any external questions about the content of the STI Product or the research information contained therein)

Name and/or Position _____

E-mail _____ Phone _____

Organization _____
2. Releasing Official ☐ I verify that all necessary reviews have been completed (e.g. Patent, Copyright, ECI, UCNI, etc.)

Released by (name) _____ Date (mm/dd/yyyy) ____ / ____ / ____

E-mail _____ Phone _____

Purpose: Form 241.1 provides the Office of Scientific and Technical Information (OSTI) information required to appropriately identify, process, and/or announce and disseminate the results of work funded by the U.S. Department of Energy (DOE) or performed in DOE facilities. For general information or assistance with this form, contact OSTI at (423) 576-1191, or at the following e-mail address: evaluation@adonis.osti.gov.

When to use: Submit this form with each scientific and technical information (STI) Product. Electronic format is the preferred method for submitting the announcement record and STI Product. When submitting electronically, use the electronic version of the form or Document Type Definitions (DTD). When submitting in paper, input should be typed or printed, not handwritten.

Describing the data fields: Descriptions of the various DOE F 241.1 data fields, STI Products, format, etc., can be found in ATTACHMENT 3 and other sections of the DOE Guide 241.1-1, *Guide to the Management of Scientific and Technical Information*.

1. DOE and DOE Contractors: DOE, DOE Management and Operating (M&O) contractors, DOE Management and Integrating (M&I) contractors, multiprogram laboratories, single program laboratories, and other DOE facilities should complete the entire form. Submit it either with the URL for the site-maintained copy of the STI product or as a package with the STI product to OSTI for processing in accordance with the requirements of DOE Order 241.1, *Scientific and Technical Information Management*. Reporting that may be required under the terms of the contract but which is not appropriate for transmittal to OSTI includes contract proposals, funding status, routine construction or inventory reports, and similar products. Submit the package to:

For Mail:
U.S. Department of Energy
Office of Scientific and Technical
Information (OSTI)
P.O. Box 62
Oak Ridge, TN 37831 USA

For Shipments:
U.S. Department of Energy
Office of Scientific and Technical
Information (OSTI)
175 Oak Ridge Turnpike
Oak Ridge, TN 37830 USA

2. Financial Assistance Recipients and Awardees (*Direct Procurement Recipients*): Grantees and Awardees should complete the entire form, except as noted. Forward the form along with the STI product to the DOE Contracting Officer who will complete the rest of the form and submit the package to OSTI. Note: The DOE Contracting Officer may require the Grantee or Awardee to complete other parts of the form and also may require the awardee to submit the package directly to OSTI. Check the specific award requirements. Electronic submission of the form/STI product should be coordinated with the Contracting Officer.

NOTE: Sensitive, proprietary, or other STI Products for which access is restricted by statute or regulation shall not be transmitted via open systems networks (e.g., the Internet) unless authorization and/or encryption has been coordinated with OSTI in advance. This form, unless it in itself is classified, can be transmitted via open systems networks (e.g., the Internet).

RECORD STATUS – *This is a required field.* The record status identifies the announcement record or the STI Product as new or revised. If the record status is not provided, the record is considered "New".

Part I: STI PRODUCT DESCRIPTION

A. STI PRODUCT TYPE – *This is a required field*

1. Technical Report

1.a. Type. *This is a required field for a Direct Procurement.* Identify the type of technical report provided.

1.b. Reporting Period. *This is a required field for a Direct Procurement.* Specify the beginning and ending dates of the period covered by the STI Product.

2. Conference. Provide all available conference information. An agenda alone is not sufficient for announcement.

3. Software Manual. The Software Manual that accompanies the STI or copyrighted software. To obtain required forms and instructions for submitting the software (*including copyrighted software*), contact the Energy Science and Technology Software Center (ESTSC) at (423) 576-2606.

4. Journal Article. Provide all available Journal Article information.

5. S&T Accomplishment Report. The S&T Accomplishment report describes an outcome of R&D which has achieved significant impact to commerce or standard of living or is recognized as a major scientific or technical advancement.

6-8. No special instructions.

B. STI PRODUCT TITLE – *This is a required field.* Provide the title exactly as given on the product itself, including part, volume, edition, and similar information.

C. AUTHOR(s) – *This is a required field.* Provide the name of the author (last name first) of the STI product. More than one author may be provided; separate multiple entries with a semicolon and a space. If an author does not exist, the word "NONE" should be entered.

Examples: Jones, T.M.; Markay, Arthur R. III
Fields, J.M., ed.

Author(s) E-mail Address(es). Provide the e-mail address for each author. Multiples may be provided; they should be listed in the same order as the authors and should be separated by a semicolon and a space.

D. STI PRODUCT IDENTIFIERS.

1. Report Number(s). *This is a required field.* The unique primary report or product number assigned to the STI product. If a report number is not provided, the word "NONE" should be entered.

Following are examples of report number formats for multiple volumes, parts, or revisions:

DOE/LLW-nnn-Vol.1

DOE/NE/01834—1-Pt.1

ANL/TM—123-Rev.1

More than one report may be provided. Multiple numbers are separated with a semicolon and a space. When more than one number is entered, the first number, considered the primary number, should identify the submitting organization. All other numbers are considered secondary numbers.

For work performed for another agency, the funding agency may assign that agency's product/report number. If so, provide this number.

2. DOE Contract/Grant Numbers. *This is a required field.* Enter the DOE contract/grant number under which the work was funded. Additional DOE contract/grant numbers related to the product may be entered. Multiple numbers are separated with a semicolon and a space. When more than one number is entered, the first number is considered the primary number. If no DOE Contract/Grant Number is provided, the word "NONE" should be entered.

3. R&D Project ID(s). Enter the unique and permanent Project ID assigned to the project itself by the Operations Office, DOE Program Office, laboratory, or other installation to identify a particular research project. Multiples may be provided; separate multiple entries with a semicolon and a space.

Sample formats: P/ORNL—2533; TTP/RL439005

4. Other Identifying Number(s). An additional unique identifying number assigned to the STI product. (e.g., CRADANumbers, Non-DOE contract numbers).

More than one other identifying number may be provided. Multiple numbers are separated with a semicolon and a space.

E. ORIGINATING RESEARCH ORGANIZATION – *This is a required field.* Provide the name and location of the organization that performed the research or issued the STI product. More than one organization may be provided; separate multiples with a semicolon and a space.

Example: Los Alamos National Laboratory, Los Alamos, NM

F. DATE OF PUBLICATION – *This is a required field.* Provide the date when the information product was published or issued.

G. LANGUAGE – *This is a required field.* Provide the name of the language in which the information product is written if the language is not English. If language is not provided by the originating organization, the word “English” will be entered.

[Grantees and Awardees: Skip to Description/Abstract section at the end of Part I]

H. SPONSORING ORGANIZATION - Enter the name or acronym of the DOE Program Office (e.g. Energy Research or ER) providing the funding for the work described in the STI product. For projects funded by more than one Program Office, indicate all sources of the DOE funding in descending order of dollar amount of funding appropriated. Also indicate the funding office for work for others. Separate multiple program offices with a semicolon and a space. If no sponsoring organization is provided, “DOE” will be the sponsor.

I. PUBLISHER NAME AND LOCATION – *This is a required field* if different than the Originating Research Organization that issued the document for dissemination.

Availability Refer requests to [if applicable] – *This is a required field* if the Publisher is the source of availability.

J. SUBJECT CATEGORIES - Select one or more categories from the list provided. List the primary one first. If no subject category is provided by the originating organization, the Office of Scientific and Technical Information will generate one.

A list of subject categories is available at
<http://www.doe.gov/html/osti/eei/eei.html>.

Keywords. Provide terms which describe the content of the publication. More than one term may be entered; separate multiple terms with a semicolon and a space. If keywords are not provided by the originating organization, the Office of Scientific and Technical Information will generate them.

A list of OpenNet subject terms is available at URL
<http://www.doe.gov/html/osti/opennet/lists/terms.html> for information products which will be included in the OpenNet Database.

K. DESCRIPTION/ABSTRACT – Provide a clear and concise English language summary of the information content of the STI product. The abstract length should be no more than 5,000 characters. If no description/abstract is provided by the originating organization, the Office of Scientific and Technical Information will generate one.

Part II: STI PRODUCT MEDIA/FORMAT and LOCATION/TRANSMISSION

A. MEDIA/FORMAT INFORMATION

1. **Medium.** *This is a required field.* Select one of the medium options provided (except when announcement record only is submitted).
2. **Size of STI Product.** Provide the total number of pages or other designation which gives an indication of the size of the information product (e.g., 200 pages; 20 images; 3500 kilobytes; 3-3 1/2 inch diskettes).
3. **File Format.** *This is a required field* if the STI Product is electronic full-text. Select one of the options provided.
4. **If Computer Medium or Audiovisual Material** (do not include software packages)
 - a. Indicate the quantity and type of medium, e.g., 2 videocassettes, 1 magnetic tape.
 - b. Indicate the machine with which the medium is compatible, i.e., with which it can be used (e.g., VHS; IBM PC-compatible, hard disk, 8 Megs.)
 - c. Enter ‘Y’ if the product has sound.
 - d. Enter ‘Y’ if the product is in color.
 - e. Enter ‘Y’ if the product has tables/graphics.
 - f. Enter any other information which would be helpful to the user of the STI product (e.g., programming language, etc.)

B. LOCATION/TRANSMISSION INFORMATION

1. **Product available at site:** *This is a required field* if electronic full-text STI Product retained at site. Provide a complete unique URL (Uniform Resource Locator) address sufficient to access a complete copy of the specific STI product.
 2. **Product being transmitted to OSTI:** *This is a required field* if electronic full-text STI Product is being transmitted to OSTI. Indicate the method of transmission.
 3. **Information Product Filename:** *This is a required field* if an electronic copy of the STI product is being transmitted to OSTI electronically via an open systems network or other computer-generated medium. Provide the name of the file that contains the STI product itself.
- C. ADDITIONAL INFORMATION** (concerning media/format or location/transmission; for OSTI internal use only): Specify file format if the file is not a full-text STI product (e.g., a data file), or if special arrangements have been made with OSTI to send full-text in a non-standard format.

[Grantees and Awardees: Skip to Contact section at the end of Part III]

Part III: STI PRODUCT REVIEW/RELEASE INFORMATION

A. ACCESS LIMITATION – *This is a required field.* Recommendations to restrict access to STI products must have a legal basis or be accompanied by written programmatic guidance. Questions concerning current laws and guidance may be referred to in Part II or ATTACHMENT 7 of the DOE Guide 241.1-1, *Guide to the Management of Scientific and Technical Information*, or by contacting OSTI at (423) 576-1035.

1. **Unlimited Announcement.** The unrestricted, unlimited distribution of the product.

2. **OpenNet.** STI products declassified and made available for public release will be announced on the Department's OpenNet Database in accordance with the Department's Openness Initiative.

When records for declassified STI products are submitted to OSTI electronically, an authoritative classification change notice (*paper only*), in accordance with DOE M 475.1-1, *Identifying Classified Information*, must accompany that submission.

2.a.1. **Accession Number:** For use in indicating additional sources of a document. This number may be used by OpenNet users when requesting a document. The Accession Number is a unique identifier of up to 13 alphanumeric characters only (A-Z, a-z, or 0-9). The transmitting field or program office is responsible for assuring that the number is unique within its jurisdiction. OSTI will add a two-character prefix to assure the number's uniqueness across DOE for a maximum size of 15 characters.

2.a.2. **Document Location:** This should identify additional sources where the public may go to obtain a copy of the document. At a minimum, this entry must contain a point of contact and enough additional information to enable a user to order a document (e.g., address, phone number, fax number, e-mail address, etc.). Multiple location entries may be provided; separate multiple locations with a semicolon and a space. Note: If a standard location will be used (e.g., a public documents reading room), OSTI can provide an availability code which can be entered instead of the location text.

2.b. **Field Office Acronym:** Use the appropriate acronym provided in *OpenNet DeClassified Information Database Data Input Specifications*, revised December 15, 1994.

2.c. **Declassification Date:** Provide the declassification date for any document that has been declassified and publicly released.

2.d. **Declassification Status:** *Required* for all documents being entered into OpenNet. Check “Sanitized” for documents with portions deleted for privacy or security reasons and enter a declassification date if the sanitized document is also a declassified document. Check “Never classified” for documents that have never been classified and are being made publicly available.

2.e. **OpenNet Document Categories.** For information products which will be included in the OpenNet Database, provide the appropriate two-level subject categories based on the list in *OpenNet DeClassified Information Database Data Input Specifications*, revised December 15, 1994. The list of OpenNet document categories is also available at URL <http://www.doe.gov/html/osti/opennet/opencats.html>.

2.f. **OpenNet Addressee.** Provide the name and address of the recipient of the information product if it is a memo, letter, or similar type of product.

3. **U.S. Dissemination Only.** STI products suitable for this designation are those which otherwise are not protectable under FOIA, but whose content falls under the subject areas described in the sensitive subjects attachment of DOE Order 1240.2B, Unclassified Visits and Assignments by Foreign Nationals.

4-13. Refer to ATTACHMENT 7 of the DOE Guide 241.1-1, *Guide to the Management of Scientific and Technical Information*.

4. **Copyrighted material.** Acopyright restriction on part or all of the contents of the STI product may affect the reproduction and distribution of the product by OSTI. Any restriction must be specified.

11. **Program-Directed Special Handling.** Provide a reference to specific guidance or attach a copy of the specific guidance.

14. **Classified.** STI products will be announced by OSTI in accordance with DOE/OSTI—3679- Rev.75.

15. **Other information relevant to access** (*specify; for OSTI internal use only*). Indicate the type of access limitation. Provide a reference to specific guidance or attach a copy of the specific guidance.

B. OTHER. Include other useful information which should be included in the

published announcement record, but does not fit elsewhere on the form.

C. CONTACT AND RELEASING OFFICIAL

1. **Contact.** Provide the organization or individual(s) name with corresponding contact information who will be included in the published citation as the point of contact and will respond to external questions about the content of the STI product.

2. **Releasing Official.** *This is a required field.* Provide the name and additional information of the site's individual(s) responsible for the appropriate review and release of the STI product. Do not forward this form or the STI product until after it has been reviewed and released for announcement.

OMB BURDEN DISCLOSURE STATEMENT

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Information, Records, and Resource Management, HR-41, GTN, Paperwork Reduction Project (1910-1400), U.S. Department of Energy, Washington, DC 20874-1290; or to the Office of Management and Budget (OMB)

**AUTHORIZATION TO PUBLISH A NUREG-SERIES DOCUMENT
PREPARED BY A CONTRACTOR FOR THE NRC STAFF**

2. TITLE AND SUBTITLE (State in full, using capital letters as they should appear on the report.)

3. NRC JOB CODE
(Do not list DOE contract number)

4. AUTHORS (List all with last name and first two initials.)

5. TYPE OF DOCUMENT (Check appropriate box)
☐ A. Contractor-Prepared Report
☐ B. International Agreement Report
☐ C. Conference Proceedings

6. CONTRACTOR (SUBCONTRACTOR, if applicable) NAME AND COMPLETE MAILING ADDRESS FOR EACH (include ZIP code)

TELEPHONE NUMBER

E-MAIL I.D.

7. DISTRIBUTION

- A. List alphanumeric codes for distribution lists, such as 1M or C3. See NUREG/BR-0188, "Distribution List Descriptions for NRC Reports and Documents", or call 310-415-2070 to obtain a copy.
- B. Provide peel-off mailing labels for addressees not included in NRC distribution lists; if NRC staff, provide name and mail stop only; if non-NRC addressees, provide complete mailing address.
- C. If more than one copy is required for an addressee, indicate the number of copies in parentheses on the label.
- D. Include number of copies for the NRC Publication Project Manager, giving name and mail stop.

YES NO

8. CERTIFICATION (ANSWER ALL QUESTIONS)

(Contact the IT Customer Services Branch, Office of the Chief Information Officer, at 301-415-1234 for instructions if the report contains a computer code)

☐ ☐ A. REFERENCE AVAILABILITY -- Is all material referenced in this report available to the public either through a public library, the Government Printing Office, the National Technical Information Service, or the NRC Public Document Room? If no, list below the specific availability of each referenced document.

SPECIFIC AVAILABILITY (Include attachment if necessary)

☐ ☐ B. COPYRIGHTED MATERIAL -- Does this report contain copyrighted material? If yes, attach a letter of release to print or to post to the www from the source that holds the copyright. See NUREG-0650, Rev. 2, "Preparing NUREG-Series Publications."☐ ☐ C. PATENT CLEARANCE -- Does this report require patent clearance? If yes, the NRC Patent Counsel must signify clearance by signing below.

NRC PATENT COUNSEL (Type or print name)

SIGNATURE

DATE

☐ ☐ D. METRIC UNIT CONVERSION -- Does this report contain measurement and weight values? If yes, all must be converted to the International System of Units, followed by the English units in brackets, pursuant to the NRC Policy Statement implementing the Omnibus Trade and Competitiveness Act of 1988, Executive Order 12770, July 25, 1991.☐ ☐ E. FEDERAL REGISTER NOTICE -- Will a Federal Register Notice of Availability be issued? If yes, submit copy of draft notice with manuscript.☐ ☐ F. COLOR PRINTING -- Will this report require color printing? If yes, use of color must be approved by the Chief, Publishing Services Branch, OCIO. Attach a copy of approval.☐ ☐ G. POSTING ON WWW -- Is this publication to be posted on the WWW? If yes, you must have approval by the Chief, Publishing Services Branch, OCIO. Attach a copy of approval and the disks containing the files. These files must match the final version sent to print.

Contact the Records Management Branch (RMB), Office of the Chief Information Officer, at 301-415-7233 or E-mail address BJS1, to review this NUREG-series document and have RMB staff sign below.

RMB STAFF (Type or print name)

SIGNATURE

DATE

A NUREG-series publication may not contain a legally binding regulatory requirement. Your signature in Block 10C certifies that this publication contains none.

9. AUTHORIZATION TO PRINT

A. CONTRACTOR AUTHORIZING OFFICIAL (if applicable -- type or print)

SIGNATURE

DATE

B. NRC PUBLICATION PROJECT MANAGER (Type or print name)

SIGNATURE

DATE

OFFICE/DIVISION

TELEPHONE NUMBER

MAIL STOP

E-MAIL I.D.

C. NRC OFFICIAL AUTHORIZING PUBLICATION (Type or print)

SIGNATURE

DATE

OFFICE/DIVISION

TELEPHONE NUMBER

MAIL STOP

E-MAIL I.D.

BROOKHAVEN NATIONAL LABORATORY
PUBLICATION REVIEW FORM
AUTHOR'S STATEMENT

Parts 1-3

Publication No. _____

TITLE _____

AUTHOR(S) _____

B&R CODE _____ PROJECT ID NUMBER(S) _____

Submitted to:

Journal: _____

Conference Title: _____

Location/Dates: _____

Book Title: _____

Editor(s)/Publisher: _____

Publication Information:

Submission deadline (if any) for journal, book, or conference publication: _____

☐ BNL is publishing this report as: ☐ Formal Report ☐ Informal Report ☐ Abstract ☐ Article/Paper ☐ Book Chapter ☐ Letter to Editor

☐ NRC is publishing this report

Technology Transfer/Patent Significance (author's opinion):

Commercialization potential: ☐ yes ☐ possible ☐ no ☐ don't know

Patent potential: ☐ yes ☐ possible ☐ no ☐ don't know

If yes, identify disclosure page numbers: _____

Potential for focused research of interest to industry: ☐ yes ☐ no

Program Sponsor (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Department of Energy | <input type="checkbox"/> Department of Defense |
| <input type="checkbox"/> Office of Science | <input type="checkbox"/> Department of Homeland Security |
| <input type="checkbox"/> National Nuclear Security Administration | <input type="checkbox"/> Department of Justice |
| <input type="checkbox"/> Office of Intelligence | <input type="checkbox"/> Federal Aeronautics Administration |
| <input type="checkbox"/> Office of Security | <input type="checkbox"/> Intelligence Community |
| | <input type="checkbox"/> Other _____ |

Author's Signature:

Department Signature of Author Date

Department Authorization:

I am in agreement with the author's statement as given above.

Signature of Department Chair or Designee Date

Publications Office Record 1
Originating Department
Publications Office File

BROOKHAVEN NATIONAL LABORATORY
PUBLICATION REVIEW FORM
AUTHOR'S STATEMENT

Part 4

Publication No. _____

TITLE _____

AUTHOR(S) _____

B&R CODE _____ PROJECT ID NUMBER(S) _____

Submitted to:

Journal: _____

Conference Title: _____

Location/Dates: _____

Book Title: _____

Editor(s)/Publisher: _____

Publication Information:

Submission deadline (if any) for journal, book, or conference publication: _____

☐ BNL is publishing this report as: ☐ Formal Report ☐ Informal Report ☐ Abstract ☐ Article/Paper ☐ Book Chapter ☐ Letter to Editor

☐ NRC is publishing this report

Technology Transfer/Patent Significance (author's opinion):

Commercialization potential: ☐ yes ☐ possible ☐ no ☐ don't know

Patent potential: ☐ yes ☐ possible ☐ no ☐ don't know

If yes, identify disclosure page numbers: _____

Potential for focused research of interest to industry: ☐ yes ☐ no

Program Sponsor (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Department of Energy | <input type="checkbox"/> Department of Defense |
| <input type="checkbox"/> Office of Science | <input type="checkbox"/> Department of Homeland Security |
| <input type="checkbox"/> National Nuclear Security Administration | <input type="checkbox"/> Department of Justice |
| <input type="checkbox"/> Office of Intelligence | <input type="checkbox"/> Federal Aeronautics Administration |
| <input type="checkbox"/> Office of Security | <input type="checkbox"/> Intelligence Community |
| | <input type="checkbox"/> Other _____ |

Carbon Ends Here

OPSEC Review:

OPSEC Working Committee Release _____

Signature of Chair OPSEC Working Committee

Date

Office of Intellectual Property and Industrial Partnerships Review:

- ☐ There are no discoveries or inventions in this document for which the Brookhaven National Laboratory has patent responsibility to the Department of Energy hereafter referred to as DOE.
- ☐ All discoveries or inventions in this document for which the Brookhaven National Laboratory has patent responsibility to DOE have been reported to DOE.
- ☐ The discoveries or inventions in this document for which the Brookhaven National Laboratory has patent responsibility to DOE and which have not yet been reported to DOE will be promptly reported.

Signature of Patent Attorney

Date

INFORMATION SERVICES DIVISION

BNL Publications

Please provide all of the following information. Submit completed form (first three parts) the original and one copy of the manuscript, and required paperwork to: ISD, BNL Publications, Bldg. 477B.

It is the Author(s)/Department's responsibility to insure that all information pertaining to this document is complete and accurate in conformance to DOE regulations.

DATE: _____ BNL REPORT No.: _____ No. OF PAGES: _____

AUTHOR: _____ REPORT TITLE: _____

CONTACT: _____ EXT.: _____ LIFE No.: _____ DEPT. CODE: _____

PROJECT No.: _____ ACTIVITY No.: _____ TECHNICAL EDITING REQUESTED: YES ☐ NO ☐

DISTRIBUTION INSTRUCTIONS

MASTER & _____ COPIES TO DEPT. CONTACT: _____ BLDG. : _____

_____ COPIES TO: ISD - BNL PUBLICATIONS BLDG. : 477B

_____ COPIES TO: TO: _____ BLDG. : _____

TOTAL _____ COPIES (Leave Blank)

PRODUCTION INSTRUCTIONS

PRINT QUANTITY (Leave Blank) : _____ DELIVERY DATE : _____

TYPESET COVER / TITLE PAGE: YES ☐ NO ☐ TYPESET TEXT : YES ☐ NO ☐

(PLEASE SEND A SAMPLE COVER IF AVAILABLE)

COVER SPECIFICATIONS: COVER COLOR: _____ INK COLOR: BLACK ☐ OTHER: _____

BINDING: STAPLE ☐ ADHESIVE ☐ OTHER: _____

ALL TEXT PAGES WILL BE PRINTED ON WHITE PAPER WITH BLACK INK ON BOTH SIDES, SPECIFY EXCEPTIONS

SPECIAL INSTRUCTIONS: _____

SCANNING

☐ SCAN ORIGINALS FOR FULL TEXT ONLINE ACCESS

DEPARTMENT CODE: _____

FILE NAME: _____

ISD USE ONLY

TO OTT: _____ TO PGA: _____ TO SCAN: _____

FROM OTT: _____ FROM PGA: _____ FROM SCAN: _____

TO OSTI: _____ TO NRC: _____

OFC: _____

**RELEASE TO PUBLISH UNCLASSIFIED NRC CONTRACTOR
SPEECHES, PAPERS, AND JOURNAL ARTICLES**

(Please type or print)

1. TITLE *(State in full as it appears on the speech, paper, or journal article)*

2. AUTHOR(s)

3. NAME OF CONFERENCE, LOCATION, AND DATE(s)

4. NAME OF PUBLICATION

5. NAME AND ADDRESS OF THE PUBLISHER

TELEPHONE NUMBER OF THE PUBLISHER

6. CONTRACTOR NAME AND COMPLETE MAILING ADDRESS *(Include ZIP Code)*

TELEPHONE NUMBER OF THE CONTRACTOR

YES NO

**7. CERTIFICATION
(ANSWER ALL QUESTIONS)**

A. COPYRIGHTED MATERIAL - Does this speech, paper, or journal article contain copyrighted material?
If yes, attach a letter of release from the source that holds the copyright.

B. PATENT CLEARANCE - Does this speech, paper, or journal article require patent clearance?
If yes, the NRC Patent Counsel must signify clearance by signing below.

NRC PATENT COUNSEL *(Type or Print Name)*

SIGNATURE

DATE

C. REFERENCE AVAILABILITY - Is all material referenced in this speech, paper, or journal article available to the public either through a public library, the Government Printing Office, the National Technical Information Service, or the NRC Public Document Room? If no, list below the specific availability of each referenced document.

SPECIFIC AVAILABILITY

D. METRIC UNIT CONVERSION - Does this speech, paper, or journal article contain measurement and weight values? If yes, all must be converted to the International System of Units, followed by the English units in brackets, pursuant to the NRC Policy Statement implementing the Omnibus Trade and Competitiveness Act of 1988, Executive Order 12770, July 25, 1991.

8. AUTHORIZATION

The signatures of the NRC project manager and the contractor official certify that the NRC contractor speech, paper, or journal article is authorized by NRC, that it has undergone appropriate peer review for technical content and for material that might compromise commercial proprietary rights, and that it does not contain classified, sensitive unclassified, or nonpublic information. (NRC MD 3.9, Part II(A)(1)(d))

A. CONTRACTOR AUTHORIZING OFFICIAL *(Type or print name)*

SIGNATURE

DATE

B. NRC RESPONSIBLE PROJECT MANAGER *(Type or print name)*

OFFICE/DIVISION

MAIL STOP

TELEPHONE NUMBER

E-MAIL I.D.

Did you place the speech, paper, or journal article in the PDR? YES ☐ NO ☐

SIGNATURE

DATE

BIBLIOGRAPHIC DATA SHEET

(See instructions on the reverse)

1. REPORT NUMBER
(Assigned by NRC, Add Vol., Supp., Rev.,
and Addendum Numbers, if any.)

2. TITLE AND SUBTITLE

3. DATE REPORT PUBLISHED

MONTH

YEAR

4. FIN OR GRANT NUMBER

5. AUTHOR(S)

6. TYPE OF REPORT

7. PERIOD COVERED (Inclusive Dates)

8. PERFORMING ORGANIZATION - NAME AND ADDRESS (If NRC, provide Division, Office or Region, U.S. Nuclear Regulatory Commission, and mailing address; if contractor, provide name and mailing address.)

9. SPONSORING ORGANIZATION - NAME AND ADDRESS (If NRC, type "Same as above"; if contractor, provide NRC Division, Office or Region, U.S. Nuclear Regulatory Commission, and mailing address.)

10. SUPPLEMENTARY NOTES

11. ABSTRACT (200 words or less)

12. KEY WORDS/DESCRIPTORS (List words or phrases that will assist researchers in locating the report.)

13. AVAILABILITY STATEMENT

unlimited

14. SECURITY CLASSIFICATION

(This Page)


unclassified

(This Report)

unclassified

15. NUMBER OF PAGES

16. PRICE



[Forms](#)
[Contact List](#)
[SBMS Instructions](#)
[Help Desk](#)

Find Subject Areas:

[Show Side Menu](#) **Search Subject Areas & Legacy Documents:**

Definitions: Publishing Scientific and Technical Information (STI)

Effective Date: **March 2004**

Point of Contact: [Information Services Division Manager](#)

Term	Definition
announcement	Transmission to the DOE Office of Scientific and Technical Information (OSTI) of an announcement record (DOE F 241.1) or DOE F 241.4 , or announcement record and entire STI product. OSTI controls access based on the needs of the STI product.
authors	BNL staff members, guest researchers, and collaborators who generate STI resulting from research performed at or for the Laboratory.
books/book chapters	Documents intended for publication as books, book sections, or chapters.
conference papers/abstracts	Documents intended for presentation at meetings and/or to be included in published proceedings.
copyrighted material or information having copyright potential	<p>Copyright is a form of protection provided by the laws of the United States (title 17, U.S. Code) to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive right to do and to authorize others to do the following:</p> <ul style="list-style-type: none"> • Reproduce the work in copies or phonorecords;

	<ul style="list-style-type: none"> • Prepare derivative works based on the work; • Distribute copies or phonorecords of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending; • Perform the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works; • Display the copyrighted work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic or sculptural works, including the individual images of a motion picture or other audiovisual work; • Perform the work publicly by means of a digital audio transmission, in the case of sound recordings.
Energy Science and Technology Software Center (ESTSC)	A DOE component that facilitates the sharing of common-use computer software developed by, or on behalf of DOE, for scientific and technical applications. The ESTSC helps to avoid duplication of software development efforts, and, at the same time, enables DOE to share software within the federal government. Specialized information analysis centers, such as the National Nuclear Data Center at BNL, disseminate software directly to their users and advise the ESTSC of their software exchange activities.
export controlled information	Information containing technical data, as defined in and controlled by U.S. export control statutes, for which unrestricted public dissemination could help potential proliferants.
formal reports	Documents that are intended for wide distribution, typically in accordance with established subject-oriented distribution lists promulgated by sponsoring organizations, program managers, the DOE Office of Scientific and Technical Information (OSTI), or the Nuclear Regulatory Commission (NRC).
informal reports	Documents containing preliminary information or reports of interim progress on a project. Authors are encouraged to resubmit journal articles that have not been accepted by publishers as informal reports, to make the information therein accessible to sponsoring organizations and the public.

patent potential	<p>Information that discloses any invention when patent rights in the invention will belong to the federal government or Brookhaven Science Associates (BSA). BNL is authorized to withhold from disclosure to the public information disclosing any invention in which the federal government or BSA may own a right, title, or interest, for a reasonable length of time so that a patent application can be filed. Patent review of any publication that describes aspects of work performed in whole or in part under the Laboratory's Prime Contract with DOE, or under other contracts and agreements, is carried out by the author (with Department/Division approval) and by the BNL Office of Intellectual Property and Sponsored Research (OIPSR). When required, final patent review of the document is also obtained from the appropriate sponsoring organization. SPI 6-04, Inventions - BNL Patent Responsibility describes patent review policies and procedures.</p>
journal articles	Documents intended for publication in journals.
Office of Scientific and Technical Information (OSTI)	<p>The DOE office within the Office of Energy Research that is the central point of coordination for the Department's Scientific and Technical Information Program. Although STI is primarily generated and managed at DOE field and contractor sites, the OSTI facility is the central point of coordination for customer access to DOE's STI resource.</p>
Program-Directed Handling	<p>Special types of information for which access is defined by written DOE Program Office guidance (e.g., Office of Nuclear Energy Applied Technology).</p>
proprietary data	<p>Information that embodies trade secrets developed at private expense outside of a Cooperative Research and Development Agreement, and commercial or financial information that is privileged or confidential under the Freedom of Information Act, 5 U.S.C. (B)(4) and is marked as Proprietary Information.</p> <p>Proprietary data includes such information that a) has been held in confidence by its owner;</p>


	<p>b) is of a type which is customarily held in confidence by its owner;</p> <p>c) has not been transmitted to other entities except on the basis that it be held in confidence; d) is not otherwise available to the receiving party from another source without restriction on its further dissemination.</p>
Protected Cooperative Research and Development Agreement (CRADA) information	<p>Information produced in performing a CRADA that</p> <ul style="list-style-type: none"> • Is marked as being Protected CRADA Information by a party to the agreement; • Would have been proprietary information had it been obtained from a non-federal entity. <p>Such information may be protected for up to 5 years from the date it was produced. The period of protection is expressly provided for in the CRADA.</p>
scientific and technical information (STI)	<p>Information in any format or medium that is derived from scientific and technical studies that relate to research, development, demonstration, and other specialized areas such as environmental and health protection and waste management. STI may be unclassified unlimited, unclassified sensitive, classified, or declassified. The information in this subject area applies to unclassified STI.</p>
Small Business Innovation Research (SBIR) and Small Business Technology Transfer Research (STTR)	<p>In accordance with implementing regulations, research, the results of which will be given limited protection to encourage technology transfer to the private sector. SBIR and STTR results may be protected for 4 years from the completion of the project, unless written permission to disclose such data earlier is obtained from the contractor or grantee.</p>
unlimited unclassified information	<p>Information that has been approved for release according to the procedures established in this subject area is intended for unlimited distribution.</p>

[Back to Top](#)

The only official copy of this file is the one online in SBMS. Before using a printed copy, verify that it is the most current version by checking the document effective date on the BNL SBMS website.

1.0-032004/standard/39/3900I011.htm

Send a question or comment to the [SBMS Help Desk](#)
[Disclaimer](#)



Find Subject Areas:

Publishing Scientific and Technical Information (STI)

Point of Contact: [Information Services Division Manager](#)

Revision History of this Subject Area

Date	Description	Management System
August 2004 -- Minor Rev. 1.3	The following forms were revised: <ul style="list-style-type: none">• Sample Formal Report;• Sample Informal Report;• Sample Journal Article Preprint;• Sample Conference Paper;• Sample Book Chapter;• Sample Abstract.	Scientific and Technical Information
July 2004 -- Minor Rev. 1.2	The reference to Standard Practice Instruction (SPI) 5-03, Classified Information and Security Regulations was deleted and replaced by a link to the Classified Information and Security Requirements, Safeguards & Security website.	Scientific and Technical Information
March 2004	This subject area describes the procedures for preparing, reviewing, releasing, and announcing unclassified scientific and technical information (STI). The Laboratory requires that the results of research be published, unless publication is expressly restricted by a contractual or other written agreement with the sponsoring organization.	Scientific and Technical Information

This subject area replaces Standard Practice Instruction (SPI) 6-01, Preparation of Scientific and Technical Information for Publication.

[Back to Top](#)

The only official copy of this file is the one online in SBMS. Before using a printed copy, verify that it is the most current version by checking the document effective date on the BNL SBMS website.

1.3-082004/standard/39/3900a011.htm

Send a question or comment to the [SBMS Help Desk](#)
[Disclaimer](#)